

COMPREHENSIVE SERVICE LIST

Monthly retainers are thoughtfully customized to align with your unique needs and goals.

Book a consultation to create your perfect support solution.

À la carte services available starting at \$45/hr.

BUSINESS OPERATIONS

Transform chaos into clarity with strategic operational support. I'll help streamline your processes and create systems that scale with your growth.

- Project Management
- Launch Planning
- Event Coordination
- SOP Development
- Strategic Planning
- Team Management

ADMINISTRATIVE SUPPORT

Let me handle the behind-the-scenes details that keep your business running smoothly. From inbox management to system creation, I'll establish efficient workflows that give you back your time and peace of mind.

- Email & Calendar Management
- Digital Organization & Systems
- Research Services
- Copy Writing & Proofreading
- CRM Management
- Email Marketing Setup

AUTHOR SERVICES

Your creative vision deserves dedicated support. I handle the technical and organizational aspects of your author journey, allowing you to focus on what you do best – writing. From manuscript development to launch coordination, I'm here to support you every step of the way.

- Beta Reader Management

- Manuscript Support
- Launch Coordination
- Street Team Management
- Newsletter Services
- Promotional Support

PODCAST SUPPORT

Focus on creating great content while we handle the backend of your podcast. Our services ensure smooth operations and strategic growth for your show.

- Guest Outreach & Coordination
- Content Distribution
- Launch Strategy
- Brand Development
- Social Media Integration
- Show Notes Management

SOCIAL MEDIA MANAGEMENT

Build a strong, engaging online presence with strategic social media management. I create meaningful connections with your audience while maintaining your authentic voice.

- Content Strategy & Creation
- Community Management
- Visual Design
- Campaign Planning
- Growth Strategy
- Engagement Monitoring

COMMUNITY MANAGEMENT

Foster a thriving, engaged community that adds value to your brand. I handle the daily operations while you focus on vision and connection.

- Content Creation
- Member Support
- Event Planning
- Daily Moderation
- Growth Strategy
- Engagement Nurturing

TECHNICAL PROFICIENCIES

Business & Productivity

- Microsoft Suite • G Suite • Office Management

Financial Tools

- QuickBooks Online • QuickBooks Desktop • Wave

Design & Creative

- Canva

Email & CRM Platforms

- Mailchimp • Zoho • Active Campaign • Klaviyo • HubSpot • Kajabi • Squarespace • NowSite

Media & Content

- Rev • Vimeo • Clipchamp

Website Development

- Clixlo • Wix • WordPress • Shopify

Project Management

- Zoom • Asana • Slack • ClickUp • Monday.com • HubSpot • Notion

Author Tools

- Betareader.io • Netgalley • Adobe Acrobat • BookFunnel • BookClicker • Story Origin • Atticus • KDP Create • Publisher Rocket • Scrivner

Social Media

- Facebook • Instagram • TikTok • LinkedIn

File Management

- OneDrive • Dropbox • Google Drive

Community Platforms

- Circle • Clixlo • Kajabi

Ready to transform your business operations? Let's discuss how we can create a customized solution that works for you. Book your consultation call today.